



DEPARTMENT OF THE ARMY
HEADQUARTERS, US ARMY ARMOR CENTER AND FORT KNOX
199 6TH AVENUE, SUITE 366
FORT KNOX, KENTUCKY 40121-5720

REPLY TO
ATTENTION OF:

ATZK-DAS-S (600)

10 February 2006

MEMORANDUM FOR

Commander, 1st Armor Training Brigade
Commander, 16th Cavalry Regiment
Commandant, Noncommissioned Officers Academy
Director, Directorate of Plans, Training, Mobilization, and Security

SUBJECT: Thunderbolt Policy Memo No. 41-7 – USAARMC Instructor Awards Program

1. Purpose. To provide guidance for the conduct of the USAARMC Instructor Awards Program, including criteria, selection process and procedures, and awards.

2. TRADOC Instructor Categories. Each TRADOC school is responsible for administering an Instructor Awards Program for all instructor personnel in each category of the individual TRADOC schools' TDA. Per TRADOC guidance, the instructor categories are noncommissioned officer (NCO), warrant officer, commissioned officer, and Department of the Army civilian instructor.

3. USAARMC Distinguished Instructor Awards Program overview. The USAARMC program recognizes instructor performance at three levels: Instructor of the Month (IOM), Instructor of the Quarter (IOQ), and Instructor of the Year (IOY).

a. IOM. Given to instructors who have made a unique contribution to their unit/command, whose performance has exceeded normal expectations, and who have contributed to the success of the organization's mission of training Soldiers.

(1) Selected by unit chain of command. Unit ensures nominees meet all instructor and course instructor criteria.

(2) Nomination letters are forwarded to USAARMC Staff and Faculty Development Division (SFDD) (Enclosure 1).

(3) SFDD prepares USAARMC Certificate(s) of Appreciation (ATZK-AG Form 1401b). for the commanding general's signature and handles the administrative process of obtaining that signature.

(4) The signed certificates are returned to the nominating unit.

(5) Unit presents certificate(s) per internal awards policy.

ATZK-DAS-S

SUBJECT: Thunderbolt Policy Memo No. 41-7 – USAARMC Instructor Awards Program

b. IOQ. Given to instructors who have consistently distinguished themselves by contributing to the success of the organization's mission of training Soldiers over an extended period of time.

(1) Selected by unit chain of command. 1st Armor Training Brigade, 16th Cavalry Regiment, and the Noncommissioned Officers Academy will establish an internal selection process per this memo. Each command will submit one nominee in each category (officer, warrant officer, NCO, and civilian) as applicable and ensures their nominees meet all instructor and course instructor criteria. Nominee's name is provided to SFDD. Nominees must be Distinguished IOM winners in the previous 4 months.

(2) The unit of command films each candidate conducting regular scheduled instruction and submits the letter of nomination and tape to SFDD.

(3) SFDD chief establishes an IOQ selection board. At a minimum, board membership will consist of the Armor School CSM, SFDD chief, and at least one other SFDD staff member.

(4) SFDD selects winners in each category, prepares the USAARMC Certificate of Appreciation for the commanding general's signature, and handles the administrative requirements for obtaining that signature.

(5) SFDD chief prepares an impact AAM award recommendation for each military instructor and a civilian instructor impact award recommendation and forwards them to USAARMC headquarters.

(6) SFDD notifies DPTMS of the selection for inclusion in the USAARMC quarterly Post Recognition Ceremony.

(a) DPTMS coordinates the date and time for the recognition ceremony.

(b) SFDD POC ensures certificates and impact AAMs are provided to the DPTMS POC.

(c) DPTMS coordinates with supporting civilian vendors for additional individual awards.

c. IOY. USAARMC award is named the Joseph M. Hibbs IOY award. This award is given to a USAARMC commissioned officer, warrant officer, NCO, and civilian instructor who has contributed significantly to the improvement of the USAARMC training mission. Contributions must include duties in a training development program.

(1) IOY awards criteria. An individual nominated for the IOY award must meet the following general criteria:

ATZK-DAS-S

SUBJECT: Thunderbolt Policy Memo No. 41-7 – USAARMC Instructor Awards Program

(a) Served as a certified instructor at or for Fort Knox for at least 6 months before nomination.

(b) Successfully completed the TRADOC-required Instructor Training Course and Small Group Instructor Training Course (if applicable).

(c) Received no justifiable negative critiques from students, peers, or supervisors during the 6 months preceding the nomination.

(d) Has no disciplinary actions pending.

(e) Authored professional development article(s) or significantly contributed to the development or updating of course instructional material, documented by the nominating unit, during the previous 12 months.

(f) Received an IOQ award during the previous 12 months before nomination date.

(g) Passed the Army Physical Fitness Test (military only).

(h) Meets Army weight and height standards (military only).

(2) IOY nomination/selection procedures.

(a) Brigade and regimental commanders and NCOA commandant responsibilities.

(1) Verify instructor information, paragraph 3c(1) above.

(2) Submit IOY awards nominations in the format specified at Enclosure 2.

(3) Maintain accurate instructor awards records to verify previous instructor awards and evaluations.

(b) SFDD responsibilities.

(1) SFDD chief establishes an IOY selection board. At a minimum, board membership will consist of the Armor School CSM, SFDD chief, and at least one other SFDD staff member.

(2) Video tape all Joseph M. Hibbs award nominees.

(3) Review nomination packets for the Hibbs award for completeness upon submission and complete individual ratings based upon the SFDD IOY Selection Board of nominee's film.

(4) Select winners in each category based upon SFDD IOY selection board members' evaluations.

ATZK-DAS-S

SUBJECT: Thunderbolt Policy Memo No. 41-7 – USAARMC Instructor Awards Program

(5) Notify USAARMC leadership of IOY selections.

(6) Recommend/do not recommend USAARMC IOY winners for competition in the TRADOC Instructor of the Year Award.

(7) Prepare impact ARCOM award recommendations for military winners and appropriate impact civilian award recommendation for the USAARMC commanding general's signature.

(8) SFDD notifies DPTMS of the selection for inclusion in the USAARMC annual Post Recognition Ceremony.

(9) SFDD POC ensures certificates, plaques, impact ARCOMs, and impact civilian awards are provided to DPTMS POC.

(c) DPTMS responsibilities.

(1) DPTMS coordinates the USAARMC annual Post Recognition Ceremony.

(2) DPTMS POC ensures certificates, commanding general coins, plaques, impact ARCOM(s), and civilian awards are available to be presented at the USAARMC annual Post Recognition Ceremony.

(3) DPTMS coordinates with supporting civilian vendors for additional individual awards.

4. TRADOC IOY Program. USAARMC IOY winners in each category are eligible to compete at TRADOC level in their respective categories. SFDD prepares the USAARMC winners for this competition per Appendix H of Fort Knox Reg 350-1-1.

5. IOQ and IOY Unit Selection Boards and Process. 16th Cav Regt, 1st ATB, and the NCOA will establish by SOP the selection process for IOQ nominees. At a minimum, the selection board will have the following positions:

a. Board membership.

(1) Board president who represents the senior leader.

(2) Senior instructor for the unit.

ATZK-DAS-S

SUBJECT: Thunderbolt Policy Memo No. 41-7 – USAARMC Instructor Awards Program

(3) Three certified instructors representing courses under the command.

b. Selection process.

(1) All candidates are video taped teaching a scheduled class.

(2) Members of the board, as a group or individually, reviews each nominee's video tape and completes a criterion scoring checklist provided by SFDD.


(3) Members vote for their choice, and the nominee with majority of votes is the winner.

(4) The board president submits the video tape of the nominee to SFDD along with applicable documentation/certification.

6. POC for the USAARMC and TRADOC Instructor Awards Programs is Marion Crutcher, Chief, SFDD, 624-3705.

FOR THE COMMANDER:

2 Encls


ROBERT VALDIVIA
COL, AR
Director, Armor School

Office Symbol (600)

MEMORANDUM THRU

(Chain of Command)

FOR Director, US Army Armor School (ATZK-DAS-S), Fort Knox, KY 40121

SUBJECT: (Monthly/Quarterly) Instructor Award Nomination

1. I recommend **(rank, name, and SSN)** be awarded the **(Name of the Instructor Award)** for **(state period)** per Appendix H of Fort Knox Reg 350-1-1.
2. **(Rank and name)** has served with distinction as an instructor and training developer in **(unit)** from **(month/year)** to **(month/year)**.
3. **(Name)** has met all the prerequisites as outlined in Fort Knox Regulation 350- 1-1.
 - a. Taught at Fort Knox since _____.
 - b. Successfully completed ITC _____.
 - c. Successfully completed SGITC _____ . **(If applicable, leave out if nominee was/is not an SGI)**
 - d. Has no disciplinary actions pending.
 - e. Has been recommended by immediate supervisor: **(rank, name, and phone number)**
4. **(Narrative listing courses and blocks of instruction the nominee is cleared to instruct.)**
5. **(Listing of previous instructor awards, if any.)**

SIGNATURE BLOCK

Encl 1 to memo, ATZK-DAS-S, 10 February 2006, subj: Thunderbolt Policy Memo No. 41-7 – USAARMC Instructor Awards Program

Office Symbol (600)

MEMORANDUM THRU

(Chain of Command)

FOR Director, US Army Armor School (ATZK-DAS-S), Fort Knox, KY 40121

SUBJECT: Joseph M. Hibbs USAARMC (FYXX) Instructor of the Year Award Nomination

1. I recommend **(rank, name, and SSN)** be awarded the Joseph M. Hibbs USAARMC Instructor of the Year award in the **(commissioned officer, warrant officer, noncommissioned officer, or civilian)** category for **(state year: FYXX)** per Appendix H of Fort Knox Reg 350-1-1.
2. **(Rank and name)** has served with distinction as an instructor and training developer in **(unit)** from **(month/year)** to **(month/year)**.
3. **(Name)** has met all prerequisites as outlined in Fort Knox Regulation 350-1-1.
 - a. Taught at Fort Knox since _____.
 - b. Successfully completed ITC _____.
 - c. Successfully completed SGITC _____. **(If applicable, leave out if nominee was/is not an SGI)**
 - d. Has no disciplinary actions pending.
 - e. Has been recommended by immediate supervisor: **(rank, name, and phone number)**
 - f. **(Individual's name)** has been awarded the Outstanding Instructor award and/or Distinguished Instructor of the Month, and/or Distinguished Instructor of the Quarter **(date)**.
 - g. Passed the Army Physical Fitness Test on **(date)** with a score of _____. **(military only)**
 - h. Meets Army height and weight standards **(date)** height ____ /weight _____. **(military only)**
4. **(Narrative listing courses and blocks of instruction the nominee is cleared to instruct.)**
5. **(Listing of previous instructor awards, if any.)**

SIGNATURE BLOCK

Encl 2 to memo, ATZK-DAS-S, 10 February 2006, subj: Thunderbolt Policy Memo No. 41-7 – USAARMC Instructor Awards Program